

Information for the Local Government Review Memo

Local Government Agencies (LGA) may use this new form "Local Government Review Memo" in lieu of a "Letter of Concurrence" if they so choose.

In some cases, the LGA has chosen not to sign a "Letter of Concurrence" without going through their council, which may add several weeks to the contracting process. The "Letter of Concurrence" is not intended for this purpose. The "Letter of Concurrence" is intended as written communication that the Local Government project manager is in agreement with the proposed project work plan, proposed schedule and contract amount.

We have created the LG Review Memo to be signed by the LG project manager, indicating that they are aware of the proposed project contract. This process is not intended to circumvent the LG council, as we expect the actual contract to be reviewed and approved in the council forum.

Please contact Raeleen Sanchez, Local Government Contract Administrator at 801/965-4183 for any questions or concerns regarding this document.